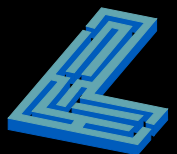


Microsoft Word 2007: Comprehensive



Lesson 1: Working with Word Basics

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What Is Word 2007?

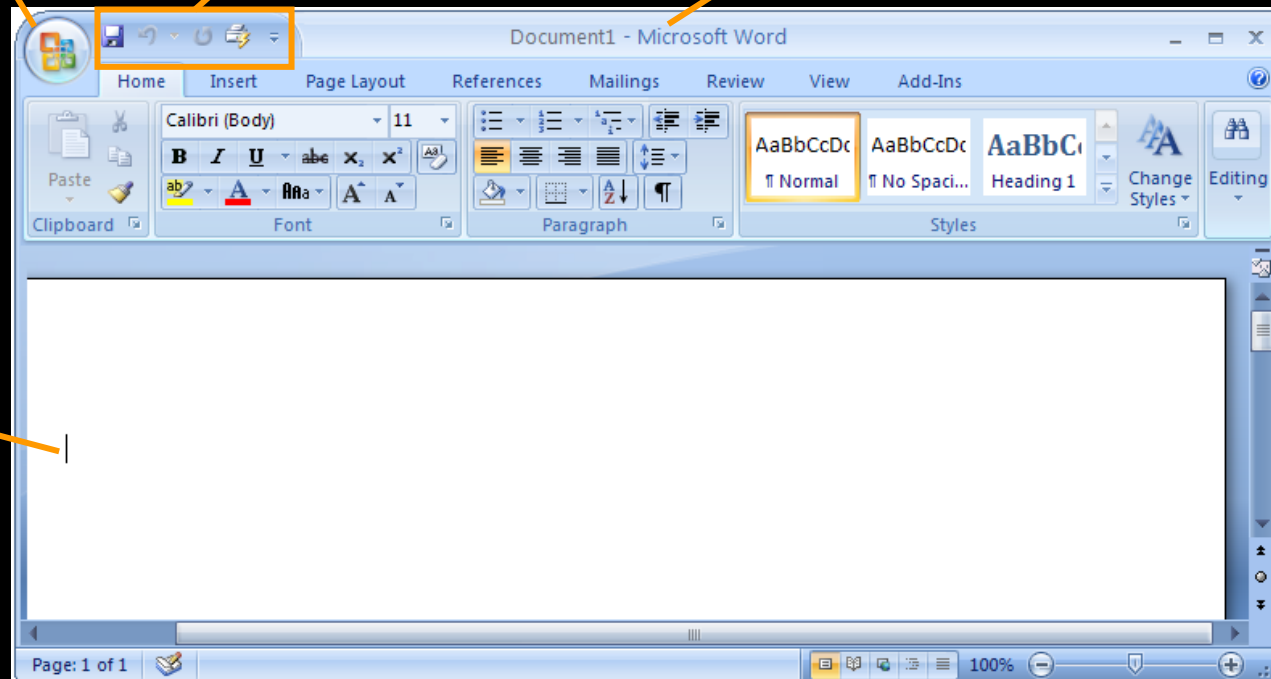
- **Document Authoring Program**
 - ▲ Memos, letters, reports
 - ▲ Mail merge
 - ▲ Desktop publishing
 - ▲ Web pages


The Word 2007 Window

Office button Quick Access toolbar Title bar

Ribbon

Cursor

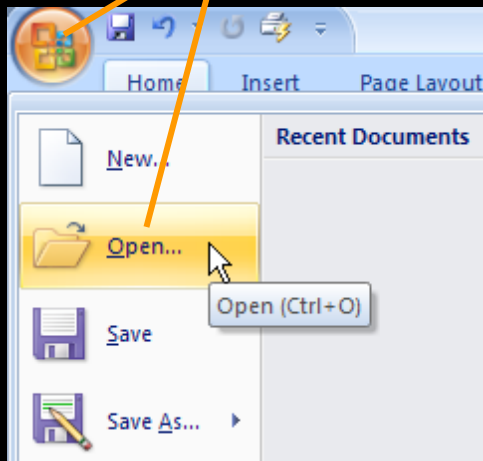


TIP  When you type, the characters appear at the cursor.

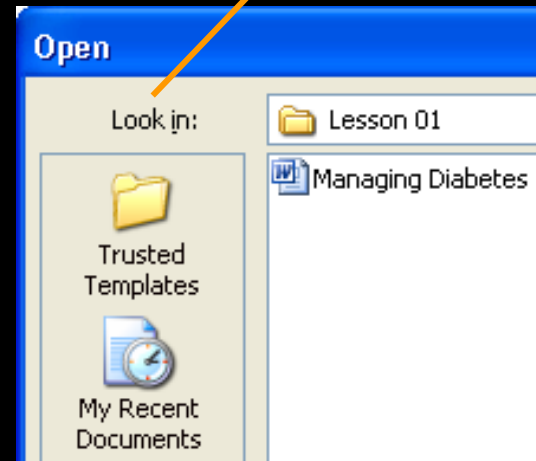


Opening Documents

The Office menu contains the Open command



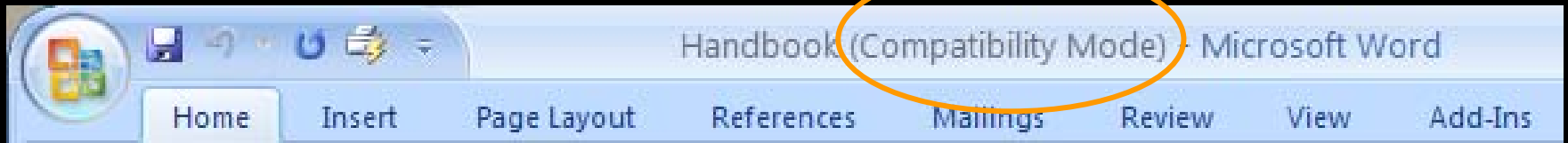
Navigate in the Look In field to locate student exercise files



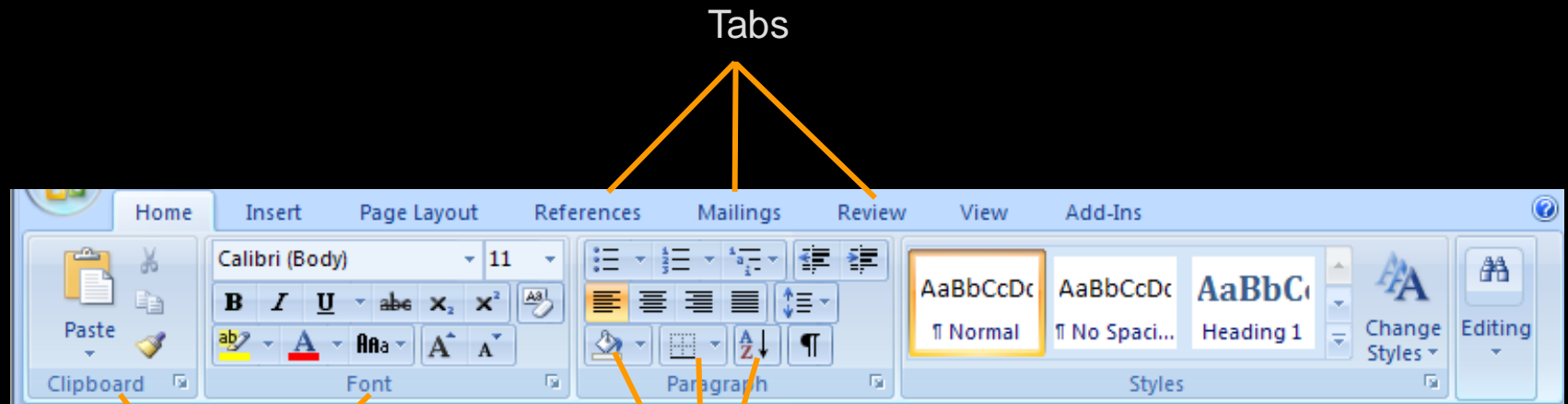
TIP You can double-click a document name icon to open it.

Opening Older Word Documents

- A convert command is available on the Office menu if you want to upgrade a file to Word 2007

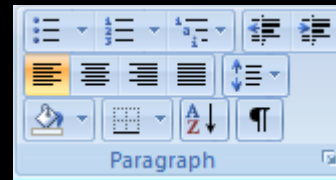
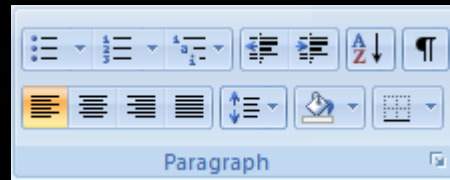


The Ribbon

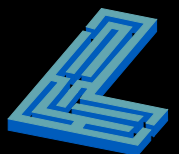


Groups

Commands

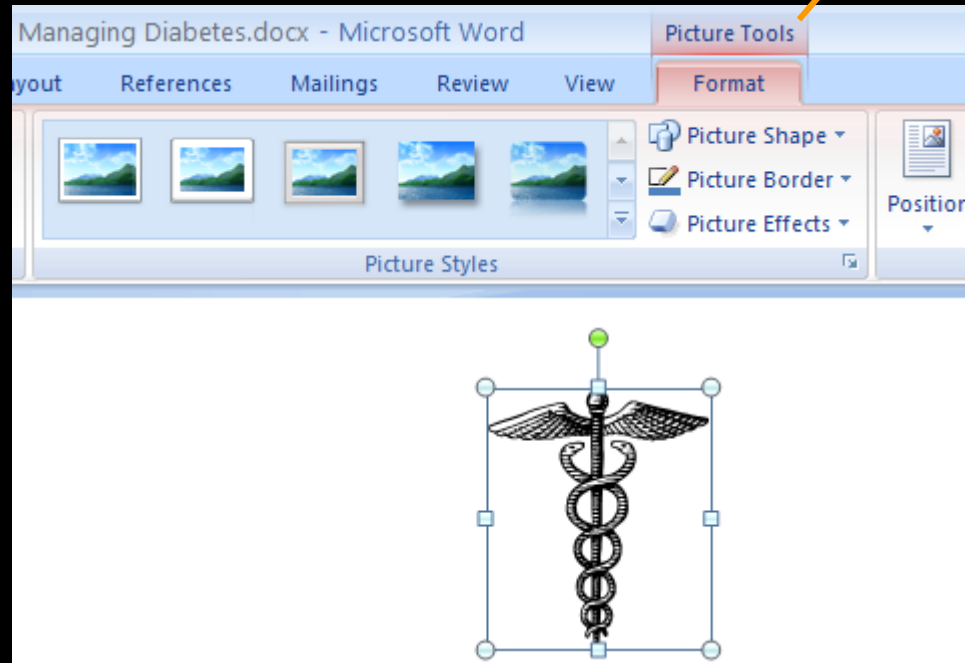


Arrangement of buttons can vary



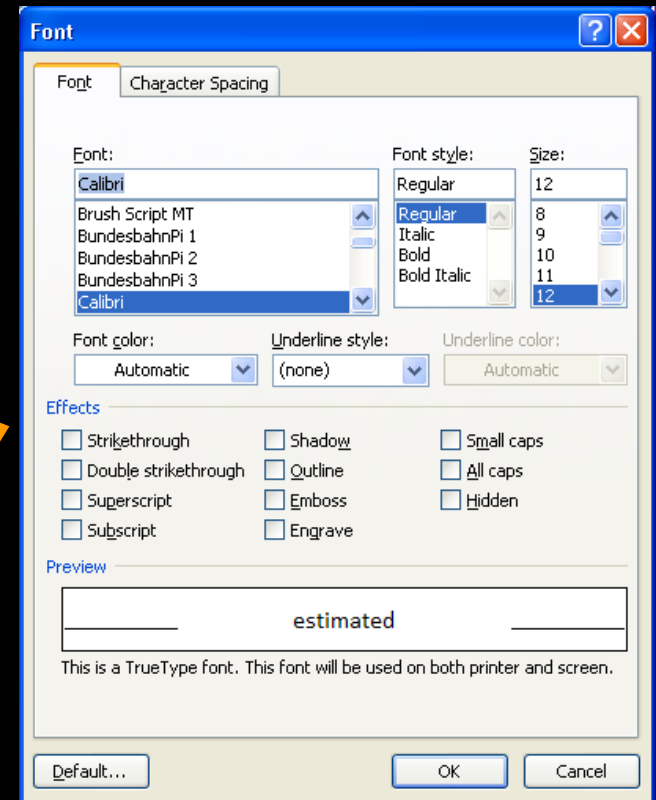
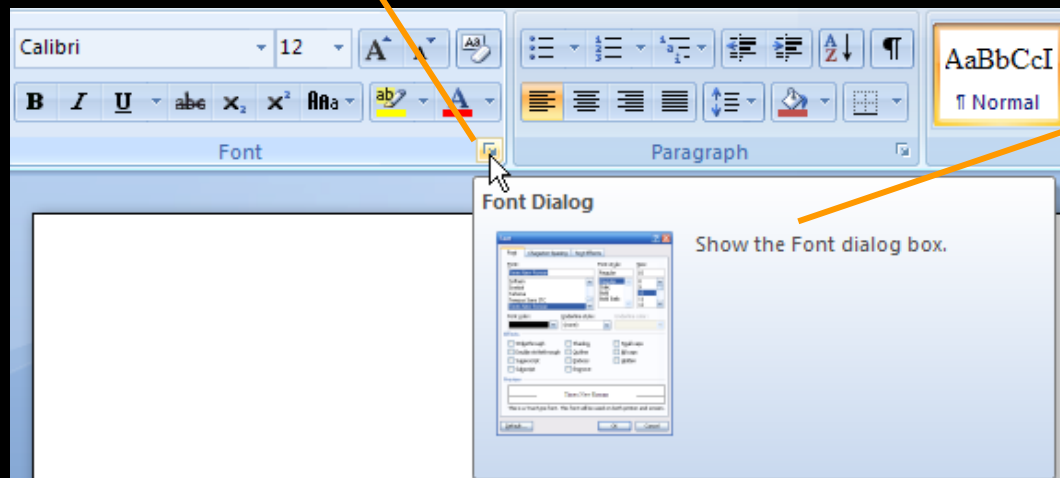
Contextual Tabs

Appear in context with the task being performed



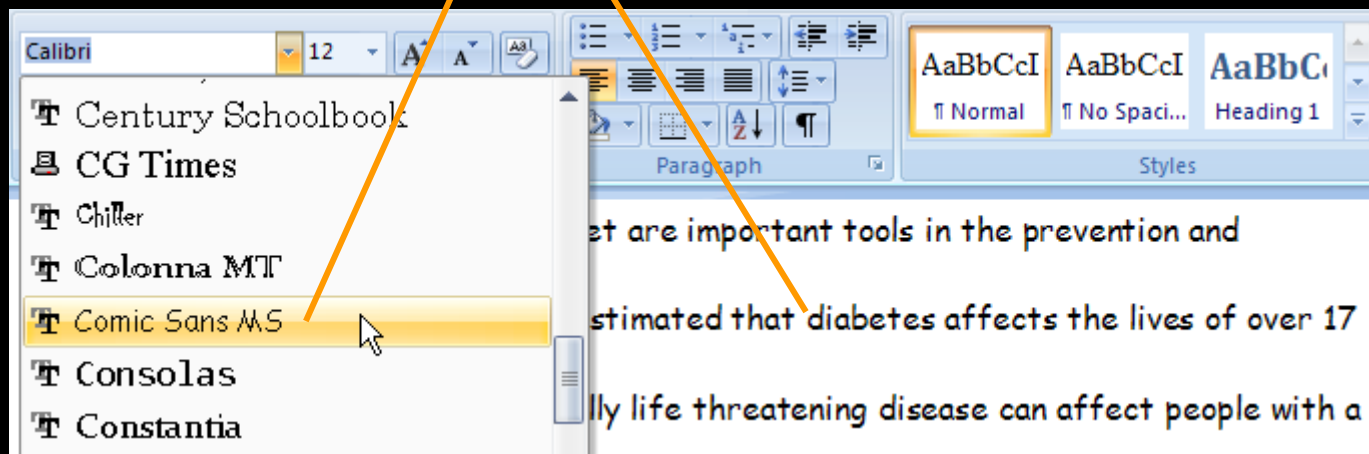
Dialog Box Launcher


Additional commands
for the group



Live Preview Galleries

Previewing the Comic Sans MS font

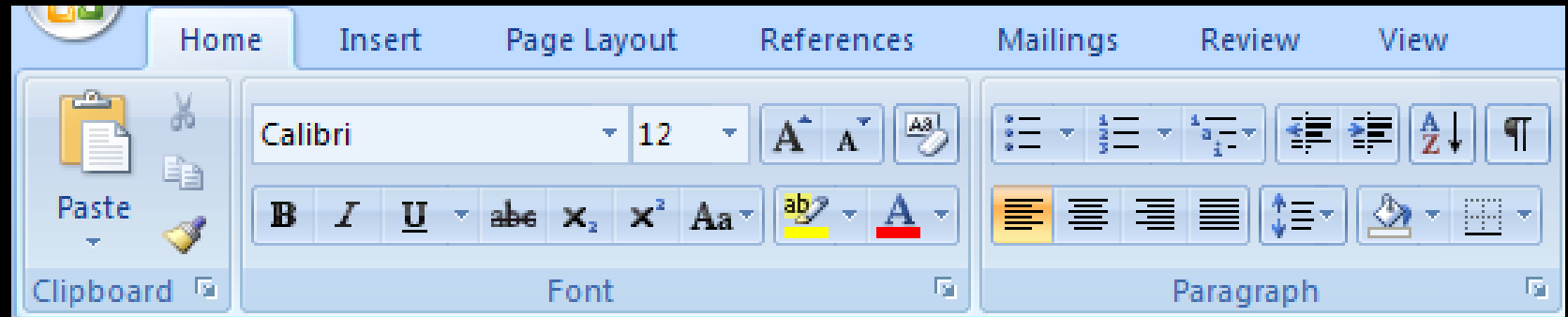


TIP  Select the text, and then preview it.

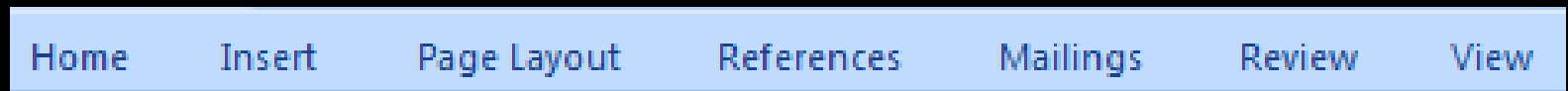


Hide the Ribbon

- Create more room on the screen to work

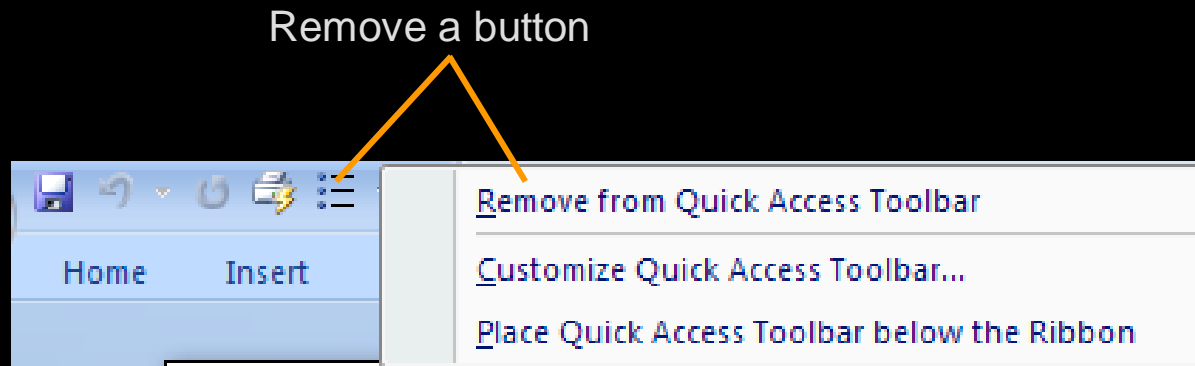
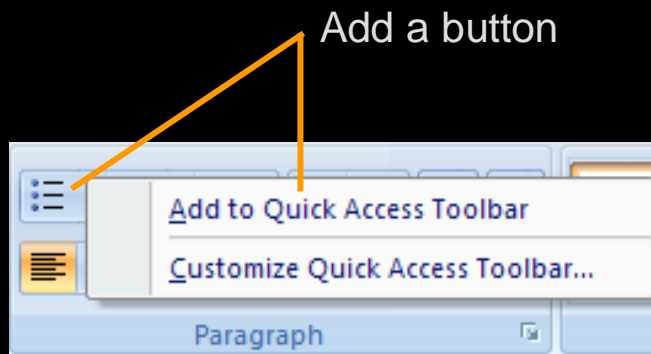
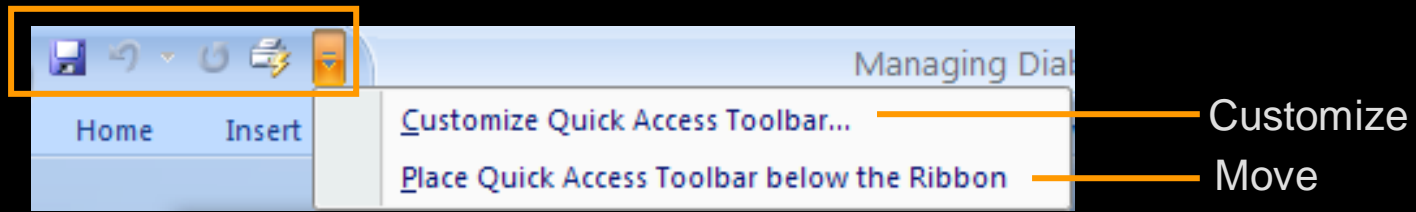


Expanded view



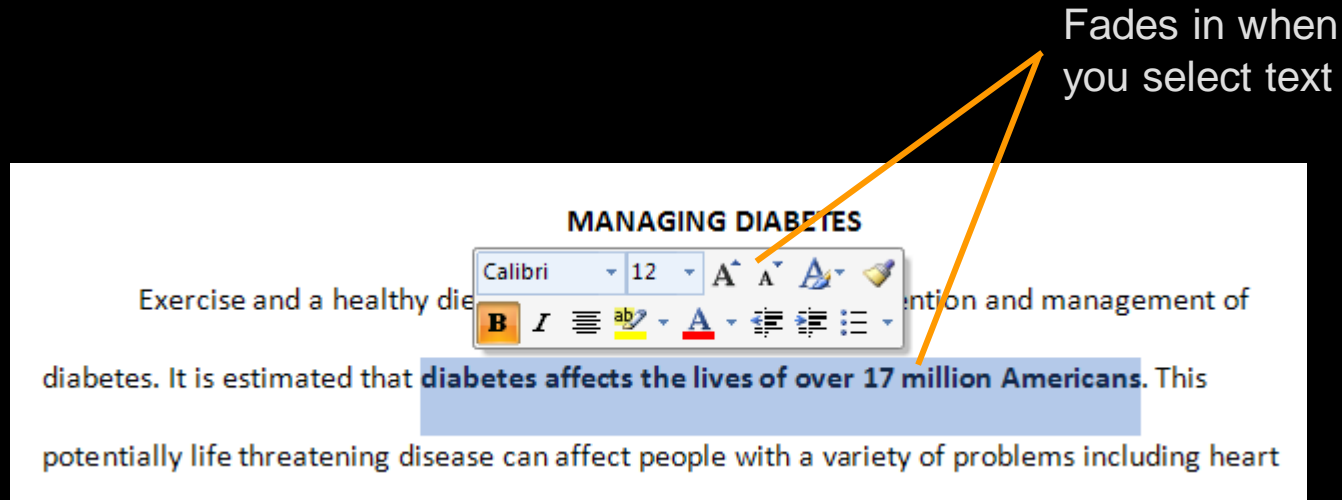
Collapsed view


The Quick Access Toolbar



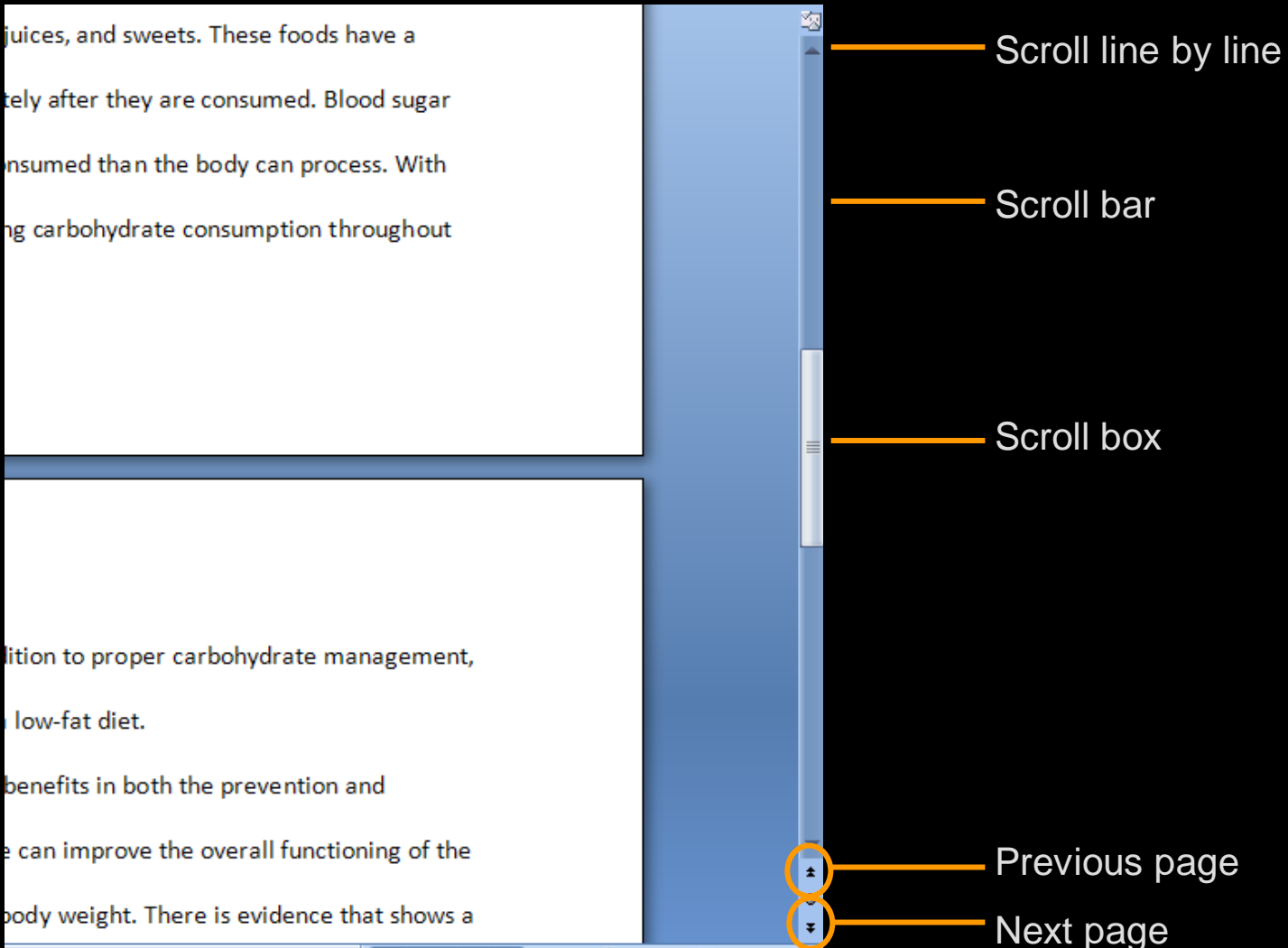
The Mini Toolbar

- Frequently used formatting commands



TIP  *The Mini toolbar fades away if you ignore it.*

Navigating with the Scroll Bar

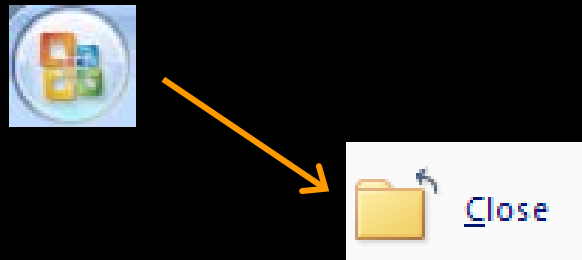



Navigating with the Keyboard

- **Ways to navigate:**
 - ▲ One character at a time
 - ▲ One word at a time
 - ▲ Up/down a line
 - ▲ Up/down a screen
 - ▲ Beginning/end of line
 - ▲ Beginning/end of document

Closing Documents

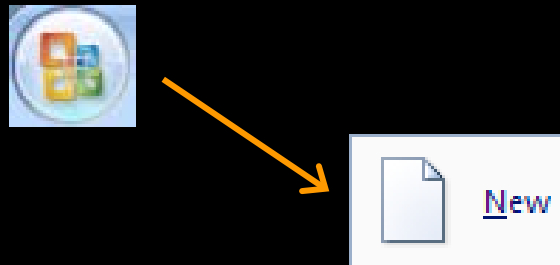
- The Office button menu contains the Close command



TIP  *If changes were made since the last Save, Word asks to save before closing.*

Starting a New Document

- The Office button menu contains the New command



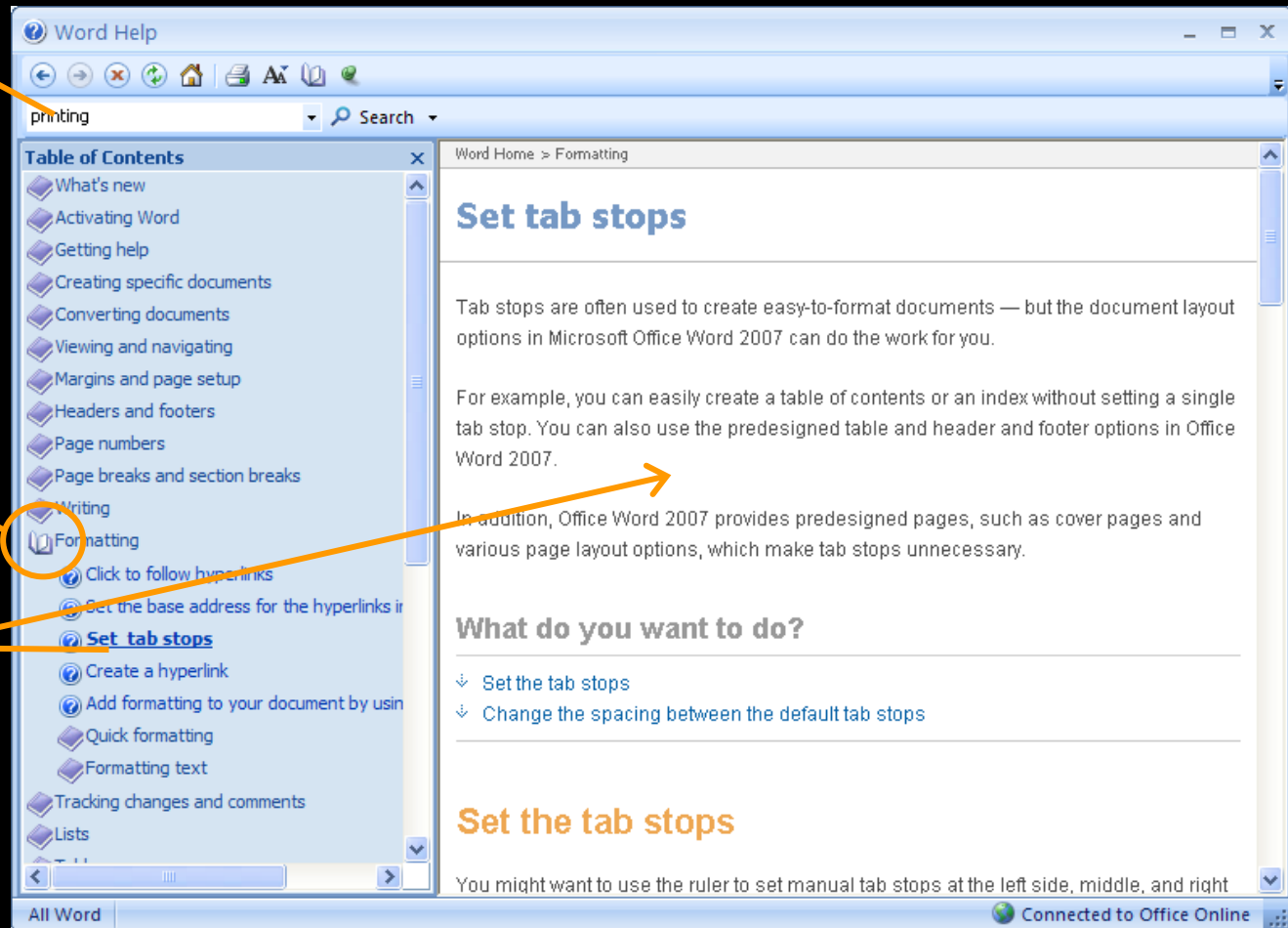
TIP  Tap **Ctrl+N** on the keyboard to start a new document.

Getting Help

Search for topics

Click the book icon to display its topics

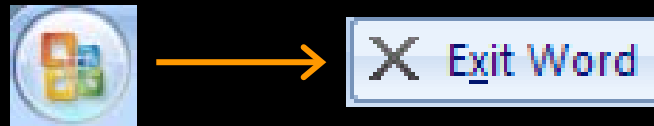
Click the topic to display it in the right pane




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Exiting From Word

- The Office button contains the Exit Word command



- Closes the application and all open documents

TIP  *Closing Word and other programs you know you won't be using frees up memory for other programs.*

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